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16 FEB 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Director of Information Services

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SUBJECT: OIS Weekly Report (9-15 February 1983)

Office of the Director

The Deputy Director of Information Services will address the "Introduction to CIA" course on Friday, 18 February, at the Chamber of Commerce Building.

Classification Review Division

One OSS document (1,399 pages), 17 DOD documents (84 pages), two NARS documents (12 pages), 50 Department of State FRUS manuscripts (198 pages), two PRB manuscripts (39 pages), 58 documents (541 pages) related to the Westmoreland/CBS case for OGC, and three miscellaneous documents (631 pages) were reviewed by Division personnel.

Records Management Division

[redacted] has been designated as the Agency representative on the interagency working group for standardization of information security forms. The group was formed by the Director of the Information Security Oversight Office in an effort to reduce the number and variety of security forms used by the Government and industry. During the first meeting, problems encountered in the past in accomplishing this task were discussed and the first project, which will focus on eight optional GSA forms, was selected and planning initiated.

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After discussions with representatives of the DO, a member of the Information Technology Branch has produced a guide to be used in recording Top Secret control and copy numbers in TSCADS. By following the guide, the DO and other components of the Agency will be using the same format.

Regulations Control Division

RCD completed 47 major actions on regulatory issuances. Most of the issuances were revisions and revalidations of existing regulations reflecting responsiveness to an RCD objective to update all regulations prior to 1980. The spirit of cooperation shown throughout the Agency is gratifying and makes us hopeful of achieving this goal.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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